

CORE USERS - AGENCY



15-Day Checklist

- ☐ Complete all assigned training in [Cardinal Learning](#)
- ☐ Read [deployment communications](#) and work with your Change Network members to distribute internally, as appropriate
- ☐ Be aware that [HR/Health Care Transaction Freeze Period](#) begins on September 16
- ☐ Review urgent [time entry deadlines](#) and ensure a time entry plan is in place for first bi-weekly payrolls
- ☐ Complete all business activities in Cardinal Financials and HCM (VDOT Only) by 5:00 p.m. on September 24 as instructed by your agency